

6-120  
Ad 8806  
5032  
FILED: *Records*  
RETURN TO  
RECORDS MANAGEMENT DIVISION  
17 January 1955

MEMORANDUM FOR: Chief, Records Management Division

VIA: Chief, FI, FI/Admin, Chief, CI Staff, DD/P/Admin

SUBJECT: Statistical Information on the CS Records Management Program

The following report on the CS Records Management Program is being forwarded in compliance with the request from your office.

- a. There are 19,150 linear feet of paper records, (legal and letter size) and 9,450 linear feet of card records (3 x 5 and 5 x 8) on hand in the CS. These figures are based on actual inventories of CS records. (2300)
- b. There follows a breakdown of disposal and movement of records to less costly space within the CS to date. All figures are in cubic feet.

(1) Senior Staffs and Area Divisions

(a)	Retired to RI	370.55	
(b)	Retired to Records Center	27.5	
(c)	Forwarded to CIA Library	8.3	
(d)	Destroyed	148.82	
(e)	Total		557.17

(2) Records Integration Division

(a)	Retired to Records Center	286.50	
(b)	Forwarded to CIA Library	21.30	
(c)	Destroyed	291.30	
(d)	Microfilmed and Destroyed	193.44	
(e)	Total		792.54

(3) RI has transferred from 5 drawer file cabinets to shelving the following footage

979.40

(4) Grand Total

2327.11

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- c. There are 5,339 cubic feet of records on hand in RI Archives the majority of which are from predecessor organizations.
- d. Records retired to CIA Records Center amount to 314<sup>2</sup> cubic feet.
- e. Approximately 60% of the records holdings of the CS are scheduled for disposal.
- f. Approximately 40% of the CS records are scheduled for indefinite retention.
- g. The percentage of specific non-permanent file items which are not yet scheduled for destruction cannot be accurately computed. However, it is estimated to be less than 5% of the total volume of records now listed for indefinite retention.
- h. There are 113 file items listed on the CS Records Control Schedule. Certain items are found in all organizations, while others are found only in certain Senior Staffs or Area Divisions. There follows a breakdown of these items by organization:

(1)	Common items	21
(2)	PPC items	3
(3)	DD/P/Admin items	5
(4)	FI items	13
(5)	RI items	44
(6)	PP items	11
(7)	TSS items	4
(8)	Common Division items	38
(9)	SR items	2

- i. As of this date, according to reports from Staff and Division Records Officers, there are on hand in the CS the following types and quantity of file equipment:

(1)	Safefiles, 4 drawer legal size	2331 ✓	582,447
(2)	Safefiles, 4 drawer letter size	43 ✓	1,209
(3)	Safefiles, 2 drawer letter size	3 ✓	329
(4)	Safefiles, 2 drawer legal size	101 ✓	16,362

(5)	Safefiles, visable (Kardex)	104	
✓(6)	Safefiles, 5 drawer, card size	169	44,674
(7)	Safefiles, 8 drawer, microfilm	11	2 55,770
(8)	Safes, all sizes	27	
✓(9)	File cabinets, 5 drawer, legal size ✓	527	33,728
✓(10)	File cabinets, 4 drawer, legal size ✓	55	2,970
✓(11)	File cabinets, 4 drawer, letter size ✓	1	50
✓(12)	File cabinet, 10 drawer, card size	349	40,235
✓(13)	Map Case, sections	99	8,910
(14)	Supply Cabinets, used for records storage	66	2,310
(15)	Equipment, miscellaneous	23	
		3909	\$ 764,802

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Chief, RI

*Estimated 30,675,600 Pieces of Paper*

*Based on:*

*(a) 3009 corr cabinets @ 8400 pieces of paper = 25,275,600*

*(b) 900 other pieces of equipment @ 5000 pieces of paper = 5,400,000*